

Warren County Board of Supervisors

Committee: Personnel

Date: AUGUST 28, 2006

Committee Members Present:

Supervisors Gabriels
 Kenny
 Belden
 Stec
 Barody
 F. Thomas

Others Present:

William Thomas, Chairman
Joan Parsons, Commissioner of
 Administrative & Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Richard Kelly, Personnel Officer
Supervisor Geraghty
Supervisor VanNess
Nicole Livingston, Second Deputy Clerk

Committee Member Absent:

Supervisor Haskell

Mr. Gabriels called the Personnel Committee meeting to order at 3:00 p.m.

Privilege of the floor was extended to Rich Kelly, Personnel Officer, who distributed the proposed 2007 Budget packets to each of the Committee members, a copy of which is on file with the minutes.

Mr. Kelly apprised he had prepared a general written review of where the Personnel Department was and where they may be going in the future, and this information was included in the budget packet. He added he was requesting an additional Keyboard Specialist in the proposed 2007 Budget.

Mr. Kelly explained that the sub-committee that was appointed to review the possibility of creating a position of Director of Human Resources had met and he had indicated to the sub-committee that many agencies were going back to a central head under a Personnel/Human Resource Director umbrella. He added that these agencies had found that when they separated the two positions there had been the question of who would report to who and what the chain of command would be. He noted that he had suggested that the sub-committee meet with the Town of Colonie because Colonie had tried having a Human Resource Director, as well as a Personnel Officer. He stated that Colonie had indicated that when their current Personnel Officer retired they would consolidate the Personnel function and the Human Resource function.

Mr. Kelly said that the request for a Keyboard Specialist position, Grade 3 entry level, would assist his Department tremendously. He added he would like to expand the training requirements, which possibly could be done internally.

Mr. Kelly apprised that the 2007 proposed Budget had not changed much from the 2006 request, other than the overtime expenses. He noted that he had

never been within his overtime allotment and it had always exceeded what had been budgeted with the understanding that it would be adjusted the following year. He further explained that the overtime was mainly due to the civil service examinations which were always on a Saturday and allotted eight hours. He said for security purposes, he had to maintain staffing in order to keep the examination content secure. He added that the performance testing was done in-house during regular business hours, which was a savings to the County given he did not have to have staff come in on a Saturday for those tests.

Mr. Stec entered the meeting at 3:05 p.m.

Mr. Gabriels questioned what the sub-committees recommendation was regarding the Human Resource Director. Mr. Geraghty responded that the general consensus was to establish a Human Resource Department and to include the personnel/civil service responsibilities within that Department. Mr. Kelly added the difficulty would be deciding how that Department would be set up, which was why he had suggested the sub-committee members meet with the Town of Colonie officials.

Joan Parsons, Commissioner of Administrative and Fiscal Services, questioned whether there would be transfers at the end of the year to cover the shortages in over-time or whether it would just be finishing up the year short. Mr. Kelly said that was his question as well, because no one had ever informed him on how the over-time money was reimbursed the following year. Mrs. Parsons advised she would speak with the County Treasurer's Office to see how they were handling the shortages. She further stated that if there were consistent shortages that were going in the 'red' at the end of the year than it would need to be budgeted for. She said they could automatically do a transfer within that budget to make it balance if there were monies in other codes.

Mr. Belden asked if the salary for a Human Resource Director had been discussed. Mr. Geraghty stated in this area they thought they could obtain a Director for approximately \$55,000 to \$60,000.

Mr. Gabriels questioned the request for the position of a Keyboard Specialist in the Personnel Department and noted that the current Front Desk Receptionist would be replaced with a Keyboard Specialist on October 1, 2006 under the supervision of the Commissioner of Administrative and Fiscal Services. He asked Mr. Kelly what the demand would be for keyboarding in his Department. Mr. Kelly replied he could easily keep a Keyboard Specialist busy for forty hours a week. He further stated that with a staff of only three, each of which receive four weeks of vacation each year, the Department was under-staffed twelve

weeks of the year.

A motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to create a new position of Keyboard Specialist, base salary of \$22,593, Grade 3, effective January 1, 2007 due to an increase in duties in all program areas.

Mr. F. Thomas questioned if the position of a Human Resource Director should be included in the proposed budget.

Discussion ensued regarding whether or not the position of a Human Resource Director with an annualized salary should be included in the proposed 2007 budget.

A motion was made by Mr. Barody, seconded by Mr. Belden and carried unanimously to include the position of a Human Resource Director, with an annualized salary of \$50,000, in the proposed 2007 budget.

The committee offered no objection to the proposed 2007 Personnel Budget as presented and authorized the committee chairman to sign and forward the same to the Budget Officer.

There being no further business to come before the Committee, on motion made by Mr. Barody and seconded by Mr. Kenny, Mr. Gabriels adjourned the meeting at 3:22 p.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk